Food Budgeting and Accounting

905.1 PURPOSE AND SCOPE

The purpose of this policy is to establish processes that will enable the facility’s food services to operate within its allocated budget, and for the development of specifications for purchasing food, equipment and supplies for the delivery of food services.

905.2 POLICY

The Thurston County Sheriff's Office food services facilities shall serve nutritious meals in an efficient and cost-effective manner in accordance with the Washington State Department of Health and with all other applicable laws and standards.

905.3 CONTRACT FOOD SERVICES MANAGER RESPONSIBILITIES

The food services manager is responsible for establishing a per meal, per inmate budget for food, equipment and supplies that are needed for the effective operation of the facility food services. This includes monitoring purchases according to the budgeted weekly and monthly spending plans.

The volume for purchasing should be based upon the food services needs and storage availability. The food services manager is responsible for establishing and maintaining detailed records and proper accounting procedures, and should be prepared to justify all expenditures and establish future budget requirements.

905.4 PROCEDURE

The contract food services manager is responsible for ensuring that food services are delivered in an efficient and cost-effective manner by employing the following procedures as per food management services agreement.

905.5 MONTHLY REPORTING

The food services manager is responsible for ensuring that accurate meal record data is collected and maintained. Meal records should include, but not be limited to, the number of:

(a) Meals prepared and served for each meal period.

(b) Meals served per location.

(c) Prescribed therapeutic diet meals served.

(d) Authorized religious diet meals served.

(e) Call back numbers

Copyright Lexipol, LLC 2023/01/17, All Rights Reserved.
Published with permission by Thurston County Sheriff's Office

Food Budgeting and Accounting

A monthly report summarizing all data should be provided to the Corrections Support Services Captain.

All meal records shall be retained in accordance with office retention schedules and state statutory regulations (WAC 44-14-03005).

Copyright Lexipol, LLC 2023/01/17, All Rights Reserved.
Published with permission by Thurston County Sheriff's Office